

## General Information

### Phone Numbers to Remember

All-Terrain (ATV) Vehicle Information .....	573-751-4509
Dealer Title Information .....	573-526-1234
Dealer Registration Information .....	573-751-8343
Duplicate Title Information.....	573-751-4509
General Information .....	573-751-4509
Manufactured Home Title Information .....	573-751-4509
Marine Title Information .....	573-751-4509
MOZ/MOZA Number .....	573-751-4509
Lienholder Title Information .....	573-526-5144
Motor Vehicle Title Information .....	573-751-4509
Repossession Title Information .....	573-751-4509
Salvage Title Information .....	573-751-4509

### Submitting Applications for Title

All applications for title must be submitted to your local Department of Revenue (department) field office (see your local directory for address information or visit [www.dor.mo.gov/mvdl/offloc.html](http://www.dor.mo.gov/mvdl/offloc.html) to find an office near you) or to the Driver & Vehicle Services Bureau, P.O. Box 100, Jefferson City, Missouri 65105-0100. All applications must be accompanied by the:

- assigned ownership document;
- state sales/use and local tax;
- title fee and agent/processing fee.

**NOTE:** If the vehicle is purchased on an out-of-state title, an identification and odometer verification must to be obtained. See Section 2 of this manual for more information.

### Quick Titles

You may pay an additional \$5 fee to expedite the handling of your title transaction. Your title will be processed in three to five working days. You may take the complete title transaction to any field office or mail it to the Department of Revenue, Driver and Vehicle Services Bureau, P.O. Box 3310, Jefferson City, Missouri 65105-3310.

### Supply Requests

If you need supplies (Title Applications, Notices of Lien, etc.), please e-mail [forms@dor.mo.gov](mailto:forms@dor.mo.gov), call (573) 751-4509, or send a written request including your business name and complete address to the following address:

Department of Revenue  
Driver and Vehicle Services Bureau  
Attention: Supply Request  
P.O. Box 100  
Jefferson City, Missouri 65105-0100

## Top Ten Reasons Why Applications are Rejected

The following are the main reasons title applications are rejected by the Driver and Vehicle Services Bureau. **Please be sure to complete all items on the title application.**

**NOTE:** Transactions that are incomplete or incorrect will be returned to the lienholder or applicant for correction.

1. Complete name and address, year, make, and vehicle identification number and purchase date must be shown on the application.
2. Descriptive notarized lien release on the lienholder's letterhead or a *Lien Release* (DOR-4809) must be submitted (must contain the year, make, vehicle identification number, lien release date, and signature of the authorized agent).
3. The title application was not signed by at least one owner.
4. Original Manufacturer's Statement of Origin or assigned title was not submitted.
5. Type or hand write all applications so each copy of the application is legible.
6. Ensure that the correct taxes and fees are submitted with each transaction. **DO NOT SEND CASH.**
7. Remind customers that to avoid a title penalty they must submit their application for title and pay state and local taxes within 30 days of the purchase date for motor vehicles, trailers, all-terrain vehicles, and manufactured homes or within 60 days of the purchase date for vessels (watercraft) and outboard motors.
8. Remind customers that a properly assigned ownership document must be obtained from the seller at the time of purchase.
9. Ensure the assignment on the surrendered certificate of title or Manufacturer's Statement of Origin is complete by including the following:
  - a. The signature(s) of all owners on the face of the document;
  - b. The signature of at least one purchaser, if applicable;
  - c. The odometer reading, if applicable;
  - d. The purchase price;
  - e. The date of sale; and
  - f. The lien date and the lienholder name and address.

## Fee Charts

10. When submitting a Bill of Sale instead of a certificate of title for a vessel (watercraft), please ensure it contains a complete description of the unit, purchase price, date of sale, and purchaser's name and address.

### Title Fees

	Motor Vehicle, ATV, Manufactured Homes, Trailers	Vessels (Watercraft)	Outboard Motors
Original	\$8.50	\$7.50	\$5.00
Duplicate	\$8.50	\$8.50	\$8.50
Non-Negotiable	\$8.50	N/A	N/A
Corrected	\$8.50	\$7.50	\$7.50
Repossessed	\$10.00	\$10.00	\$10.00
Mechanic Lien	\$10.00	N/A	N/A
Salvage	\$8.50	N/A	N/A
Reconstructed	\$8.50	N/A	N/A
Motor Change	\$8.50	N/A	N/A
Special Constructed	\$8.50	N/A	N/A

QUICK TITLE FEE - \$5.00 IN ADDITION TO REGULAR TITLE FEE.

### Processing/Agent Fee

For each transaction processed there will be an additional \$2.50 **title** processing/agent fee and/or \$3.50 **registration** processing/agent fee and/or \$2.50 **Notice of Lien** processing/agent fee.

### Title Penalties

Motor Vehicle/Trailer/ATV/Manufactured Home - purchaser has 30 days after the purchase date to apply for title. On the 31<sup>st</sup> day a \$25 penalty is assessed and \$25 for each 30-day period after that not to exceed \$200.

Vessel (watercraft) or Outboard Motor - purchaser has 60 days after the purchase date to apply for title. On the 61<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.

Documented Vessel – A Missouri resident has 30 days after the date the vessel was acquired to apply for registration. On the 31<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30. A nonresident owner has 60 days after the date the vessel was acquired or brought into the state of Missouri. On the 61<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.

## Requests for Records

The Federal Drivers Privacy Protection Act (DPPA) requires the department to restrict access to **personal information contained in all department records**. Personal information includes:

- Name
- Address (excluding zip code)
- Photograph
- Social Security Number
- Age
- Height, Weight, and Medical Information

A person or entity may only access the personal information if they are exempt under the Federal DPPA or they have obtained a signed, notarized consent form from the record holder. A notarized *Request from Record Holder* (DOR-4681), Exhibit A, may be used for this purpose.

The law also requires that states not release personal information for bulk distribution for surveys, marketing, or solicitation unless a signed, notarized consent form from the record holder is submitted with each request. Entities and persons who qualify to receive personal information contained in motor vehicle and marine titling and registration records must apply to receive a Security Access Code Number from the Driver and Vehicle Services Bureau (DVSB) Central Office. Exempt entities and persons who qualify must complete, sign, and submit a notarized *Request for MV/DL Record(s)/Security Access* (DOR-4678), Exhibit B. If you do not have a security access code and are interested in obtaining one, please request an application by contacting the Driver and Vehicle Services Bureau as noted below:

**e-mail:**            **forms@dor.mo.gov**  
**fax:**                (573) 526-7367  
**telephone:**      (573) 751- 4300  
**write:**             P.O. Box 200  
                         Jefferson City, MO 65105-0200

or access **www.dorx.mo.gov** to apply for one.

No Security Access Code will be issued or authorized for bulk distribution/solicitation purposes.

Requests for copies of records from individuals other than owners or lienholders of the unit must be submitted in writing and must be accompanied by the required fee. *Request for Information* (DOR-4803), Exhibit C, tells you about each type of record search and what the applicant must submit to obtain the requested information. The form also lists the fees for each record search and explains the four payment methods offered by the Driver and Vehicle Services Bureau.

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## How To Obtain an Account Number

To apply for an account number, the customer may call (573) 751-4509 and request an *Application to Set Up An Account* (DOR-4761), Exhibit D, or access **www.dorx.mo.gov** to apply for an online account number. The DOR-4761 may be mailed or faxed to the customer.

To set up an account, the customer must use this service at least five times within a calendar year.

## Requestors Who Have an Account with the Bureau

If the requestor has an account with the Driver and Vehicle Services Bureau, he or she may call (573) 751-4509 and request the information via telephone. If the information can be provided by telephone, the customer will be billed.

If the information cannot be provided by telephone, the bureau will send the information to the requestor and bill for any copies provided.

The requestor may also access **www.dorx.mo.gov** and use the online system to access the department's motor vehicle and marine title and lien records. The online record search will check the department's title file, lien file, and reject file and provide the most recent record(s) in each file.